

C O P Y

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15-218

27 July 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Increase in the Office of Communications'
Personnel Ceiling

1. On 30 June 1953, when the personnel ceiling of [REDACTED] was established for the Office of Communications, [REDACTED] due to [REDACTED] [REDACTED] had only [REDACTED] employees on duty. Since that date, this Office, through internal transfer of ceiling, has assigned seven (7) additional people to that Area.

25X9A2

25X1A6a

25X1C4a

2. During the past few months, emergency operational requirements have necessitated the assignment of eight (8) additional personnel. These additional personnel were TDY from both Headquarters and [REDACTED] and are being relieved by PCS [REDACTED]

25X1A6a

25X1C4a

3. It has been determined that these operational requirements will be on a continuing basis and will probably increase appreciably, however, this Office is unable to furnish this increased assistance under its present personnel ceiling. Therefore, it is requested that the Office of Communications personnel ceiling be increased by eight (8) positions. These positions, two CT(R)'s GS-8, two CT(R)'s GS-7, and four CT(C)'s GS-7, will be used to insure 24-hour opera-

25X1A6a

4. These eight (8) positions were included in the FY 1955 Operating Budget and the funds made available to this Office by memorandum for the Assistant Director for Communications dated 2 July 1954 from the Comptroller are adequate to cover the cost thereof.

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[REDACTED]
Assistant Director for Communications

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